PDR CHECKLIST: Academic

1.	Workload	
	Have you discussed your workload, including any significant changes due to COVID and how to mitigate any problems that have arisen/may arise	Yes / No

2.	Completion of mandatory training Please indicate the date on which you completed each course *You can check dates of completion by clicking on the Learning and Development tab*	
	Diversity in the Workplace(date should be in past 5 years)	Yes / No
	Understanding unconscious bias (date should be in past 5 years)	Yes / No
	Introduction to GDPR	Yes / No
	Information security awareness	Yes / No
	Staff with line management responsibilities ONLY	
	Implementing reasonable adjustments	Yes / No
	Staff who line manage R&T staff ONLY	
	Academic appointment and promotion (date should be in the past 2 years)	Yes / No
	Web profile	
	Is your staff web profile up to date?	Yes / No
	Athena SWAN	
	Are you a member of an Athena SWAN group?	Yes / No
	If "yes", which group(s)?	
	Are you a chair of an Athena SWAN group?	Yes / No
	If "yes", which group?	
	How many Athena SWAN meetings have you attended in this PDR period?	

3.	Development/future plans	
	Have you discussed training/support needs in relation to objectives and career development? *For research-active staff (especially ECRs), please refer to recent information about UofG's implementation of the [Concordat for the Career Development of Researchers](#)*	Yes / No
	Has at least one personal development action been agreed? e.g. taking on an Athena SWAN workgroup role or research theme role	Yes / No
	Do you have a funding end date?	Yes / No
	If "Yes", what is the end date?	
	If "Yes" have subsequent career plans been discussed?	Yes / No

4.	Mentoring	
	Do you have a mentor	Yes / No
	If "No", would you like a mentor?	Yes / No
	Are you a mentor?	Yes / No
	If "No", would you like to become a mentor?	Yes / No
	If "Yes", how many mentees do you have?	Number
	If "Yes", do you have capacity to take on more mentees and, if so, how many?	Yes / No
	If "Yes" how many?	

5.	Research themes	
	Which research themes do you belong to?	
	Are you a member of a research theme management/executive group?	Yes / No
	If "Yes", which one	
	Are you a member of a research theme working group?	Yes / No
	If "Yes", which one	

6.	Objectives	
	Have you discussed objectives for next year?	Yes / No
	If "No" why not?	
	Have you included a SMART objective on knowledge exchange? (e.g. to include people working in at least one non-academic organisation as collaborators in a grant application)	
	Have you included a SMART objective on public engagement? (e.g. to work with the Communications Office to develop a strategy for communicating the results of a forthcoming paper)	
	Have you included a SMART objective on impact (e.g., to attend the UofG course on preparing an impact strategy for a new grant application)	

7.	Career progression	
	Have you discussed career progression/promotion/rezoning?	Yes / No
	Do you plan to apply for promotion/rezoning in the current round?	Yes / No
	If "No", what year do you have in mind to apply for promotion/rezoning?	
	If you have no current or future plans to apply for promotion/rezoning, please give the reason.	

Document Control	
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Drafted by	Director of Performance and Reward